



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



May 26, 2010

Wilma M. Wilson
Executive Director
Peace & Joy Care Center
1673 E. Del Amo Blvd
Carson, CA 90746

SUBJECT: Performance Assessment Report
GRANT #: DV09121655 & DR09011655
RECIPIENT NAME: Peace & Joy Care Center

Dear Ms. Wilson:

Thank you again for your time on May 24th and 25th, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

Section A, Administrative Review, Question #2 - Fidelity Bond:

Finding: The project has a Fidelity Bond on file which is missing information such as Employee Dishonesty, Form A and Forgery Coverage, Form B as well as the additional information that should be included with each form such as: the bonding company name, bond number, description of coverage, amount of coverage for each form, bond period, grant award number, and the State of California, California Emergency Management Agency should be named as the beneficiary.

Citation: Recipient Handbook, Fidelity Bond, Section 2161.2, requires recipients to ensure that the fidelity bond obtained must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is unacceptable. In addition, Recipient Handbook, Fidelity Bond, Section 2161.4, Beneficiary/Certificate Holder states that the certificate holder or first loss payee must

be the “State of California, California Emergency Management Agency” and that the grant award numbers for each grant covered must be included.

Corrective Action: See Recipient Handbook, Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from your insurance carrier that verifies that the grant recipient (i.e. you) is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by **(June 21, 2010 or sooner)**.

EEO Checklist – B, Question #9, Dissemination of the Equal Employee Opportunity Plan and the Equal Employment Opportunity Policy

Finding: The project does not have a plan to disseminate the EEO plan and the EEO policy to all employees, volunteers, clients and to the general public.

Citation: All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

In addition to the Performance Assessment we also discussed the need for follow up in the following areas:

Section A, Environmental Impact – CEQA Compliance (R.H. Section 2153)

During the site visit you explained that the city where the emergency shelter is located would be providing you an additional CEQA letter of exemption by May 27, 2010. Please ensure that you forward a copy of that letter to me once you receive it.

Section B, Programmatic Review, Operational Agreements

During the site visit you explained that you have an operational agreement with CAVA (Collaborative Against Violence & Abuse) which works in collaboration with all hospitals in the surrounding areas near Carson, CA, however, at the time that operational agreement was not available. Please ensure that you provide me with the signed operational agreement from CAVA once you receive it.

In addition you stated that the Los Angeles County Department of Children & Family Services as well as the Los Angeles County District Attorney’s Office will not enter into operational agreements but will consent to a letter of support. At the site visit you provided me with a copy of the letters sent to each agency requesting their support. Please provide me with the response from both agencies once you receive it.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please review and sign the cover page and return a copy of the cover page to me by **Tuesday, June 8th, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics
Lisa Abila, EEO Compliance Officer, Cal EMA